



MEDINA COUNTY FAMILY FIRST COUNCIL BYLAWS

Article I. NAME

Section 1.1

NAME:

The name of this organization shall be the **Medina County Family First Council** (hereinafter called "**Council**").

Section 1.2

SERVICE AREA:

The designated service area of **Council** is Medina County, Ohio.

Section 1.3

PLACE OF BUSINESS:

The principal office and place of business of **Council** shall be located in Medina County, Ohio at such place as designated by the membership of **Council**.

Article II. MISSION

Section 2.1

MISSION STATEMENT:

The Mission of **Council** is to support and strengthen families by providing or facilitating family-centered, coordinated, community-based, preventive and comprehensive services that identify and respond to the health, human, and social service needs of Medina County families.

Article III. PURPOSE

Section 3.1

AUTHORITY, PURPOSE:

The authority for the existence and purpose(s) of **Council** is found and detailed under Ohio Revised Code ("ORC") Section 121.374 and is interpreted to accomplish, without being limited to, the following:

- 3.1.1 Develop and implement, subject to Ohio Family & Children First Cabinet Council approval, a Council Service Coordination Plan;
- 3.1.2 Refer to the Ohio Family & Children First Cabinet Council those children for whom **Council** cannot provide adequate services;
- 3.1.3 Make periodic reports to the Ohio Family & Children First Cabinet Council regarding the number of children referred to **Council** and the progress made in meeting the needs of each child;
- 3.1.4 Establish a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system; and
- 3.1.5 Maintain an accountability system that demonstrates progress on achieving the objectives of the Family & Children First initiative.

Article IV. MEMBERSHIP

Section 4.1

MEMBERSHIP:

The membership of **Council** shall consist of representatives of Medina County organizations and citizens of Medina County whose personal interests, public duties, or organizational missions are consistent with

Medina County Family First Council Bylaws

and supportive of the mission of **Council**. The membership of **Council** shall consist of statutory and elected members. The Juvenile Court Judge shall serve as judicial advisor to **Council**.

Section 4.2 **STATUTORY MEMBERS:**

Those agencies or organizations mandated by ORC Section 121.37.4 shall have permanent representation on **Council**. The statutory members shall consist of:

- a. three (3) *individuals* appointed by the Family Advisory Committee, whose families are receiving or who have received services from an agency on **Council** or another county's **Council** and who are not employed by a statutory agency;
- b. the Medina County ADAMH Board *Director*;
- c. the Medina County Health *Commissioner* or designee;
- d. the Medina County Job & Family Services *Director*, which includes administration of children services;
- e. the Medina County Board of Developmental Disabilities *Superintendent*;
- f. the *Superintendent* of Medina County's largest school district;
- g. a school *superintendent* representing all other school districts with territory in the county;
- h. a *representative* from the Municipal Corporation with the largest population in Medina County;
- i. the President of the County *Commissioners* or designee;
- j. a *representative* from the regional office of the Ohio Department of Youth Services;
- k. a *representative* from Head Start;
- l. a *representative* from the Medina County Early Intervention Collaborative.

The following agencies have been designated locally as statutory members and fulfill the role of a local nonprofit entity that funds, advocates, or provides services to children and families:

- m. the *Executive Director* of the Medina County Drug Abuse Commission or designee;
- n. the *Director* of the Medina County Office for Older Adults or designee;
- o. the presiding *Judge* of the Medina County Domestic Relations Court or designee;
- p. *Chair/Extension Educator* from the Medina County OSU Extension office or designee; and
- q. a *representative* from Juvenile Court.

The representative or designee where specified above will be specifically named and becomes the official voting member for that agency annually following notification to the Membership Committee in writing.

Section 4.3 **ELECTED MEMBERS:**

Individuals not designated to be statutory members are elected to **Council**.

4.3.1 The elected members may consist of:

- a. up to six (6) individuals whose families are receiving or who have received services from an agency on **Council** or another county's **Council**; and
- b. up to twenty (20) individuals from Medina County entities who do or have provided services that encompass the physical, psychological, spiritual, educational, and/or economic health of families. No more than five (5) individuals will represent each area.

4.3.2 The term for an elected **Council** member will be three (3) years. An elected **Council** member may reapply at the end of his/her term. If an elected **Council** member resigns, is removed, or otherwise is unable to serve, prior to the end of the term, the term will expire on the date of such resignation, removal, or other events, and no vacancy occurs with the exception of the Family Advisory Committee. (See Section 7.1.4.)

4.3.3 The election process shall consist of the following:

- a. Applications for membership shall be submitted to the Membership Committee by no later than September 30th of each year. Any applications received after September 30th will not be considered until the next year.

- b. The Membership Committee will review applications and refer candidates for elected membership to **Council** at the October meeting.
- c. The Membership Committee will then present the entire slate of candidates for vote by **Council** at the November meeting. No nominations will be taken from the floor.
- d. The elected members will begin their term on January 1st.

Article V.

GOVERNANCE

Section 5.1

LEGAL CONSTITUTION:

Council is constituted under ORC Section 121.374, and therefore operates as a public body, covered under provisions of ORC Section 121.22.

Section 5.2

AUTHORITY:

Council operations shall be vested in **Council** members through committees. The Medina County Board of Commissioners serves as administrative agent.

Section 5.3

AUTHORITY OF COUNCIL MEMBERS:

Individual **Council** members have authority only when acting as a **Council** legally in session. **Council** shall not be bound in any way by any statement or action on the part of any individual member or employee, except when such statement or action is in pursuance of specific instructions or authorities granted by action of **Council**.

Section 5.4

COUNCIL DUTIES:

In addition to serving the purposes of **Council** as specified in Article III "PURPOSE," **Council** shall:

- 5.4.1 Review **Council** bylaws at least every three (3) years and ratify as necessary.
- 5.4.2 Review action items recommended by **Council** committees.
- 5.4.3 Monitor and assure compliance with **Council's** approved plans, goals, and objectives as established by resolution(s) of **Council**.

Section 5.5

MEETINGS:

All meetings of **Council** and its committees shall be open to the public in accordance with prevailing laws and statutes, except that **Council** may by Resolution elect to go into executive session, as provided by ORC Section 121.22 (G:1-7).

- 5.5.1 A majority of the membership of **Council** shall constitute a quorum necessary for the official conduct of the business of **Council**.
- 5.5.2 The election of members shall be held in November of each calendar year. The membership of **Council** shall be notified of the meeting, its date, time, place, and candidates for membership slate at least twenty-eight (28) calendar days before this meeting.
- 5.5.3 **Council** shall meet during at least ten (10) months of each calendar year, with the time, place, and agenda being determined by the Chair. The membership year will run from January 1 until December 31.
- 5.5.4 Additional meetings of **Council** may be called as necessary by the Chair or upon written petition of no less than twenty percent (20%) of **Council's** membership, with the time, place and purpose being determined by the convening members.
- 5.5.5 **Council** shall provide reasonable and proper methods whereby any person may be informed of the time, place and purpose of a meeting of **Council**.

Section 5.6 **VOTING:**

When a quorum is present, a majority of the votes cast shall prevail in the decision of any matters brought before the meeting of **Council**, except where prohibited by these bylaws. Only statutory and elected members are permitted to vote.

Section 5.7 **COMPENSATION, REIMBURSEMENT:**

Members of **Council** shall serve without compensation for service. However, **Council** members may be reimbursed for expenses incurred in the performance of their official duty, subject to **Council** approval and consistent with the Board of County Commissioners' fiscal policies and procedures.

Section 5.8 **ATTENDANCE:**

Council members are expected to attend all monthly meetings and their designated committee meetings. Attendance by all **Council** members is essential to the efficient operation of **Council**.

- 5.8.1 Members are expected to notify the **Council** office if unable to attend a **Council** meeting. Members are expected to notify the respective committee chair if unable to attend a committee meeting. Only statutory or elected members' presence fulfills attendance requirements.
- 5.8.2 The administrative agent of **Council** shall send a notice to the board or governing body overseeing the respective entity for any statutory member who has been absent from either three (3) consecutive meetings of **Council** or a **Council** committee or from one quarter (1/4) of such meetings in a calendar year, whichever is less.
- 5.8.3 Any elected member who has been absent from either three (3) consecutive meetings of **Council** or a **Council** committee or from one quarter (1/4) of such meetings in a calendar year, whichever is less, may have their status as a member terminated upon recommendation by the Membership Committee. Full **Council** shall vote on the recommendation at the next regularly scheduled meeting or special meeting of **Council**.

Section 5.9 **RESIGNATIONS:**

An elected member desiring to resign from **Council** shall submit his/her resignation in writing to the Membership Committee Chair. All materials belonging to **Council** must be returned.

- 5.9.1 The Membership Committee will report a member's resignation and the effective date at the next **Council** meeting.
- 5.9.2 New members will be elected to fill vacancies only pursuant to the annual election procedure, with the exception of elected members of the Family Advisory Committee. (See Section 7.1.4)

Section 5.10 **PARLIAMENTARY AUTHORITY:**

The Chair shall have authority to adopt and control the procedure of meetings, except that decision of **Council** regarding procedure may be reversed or modified by majority vote of those members present. "*Robert's Rules of Order*" will apply.

Section 5.11 **CONFLICT OF INTEREST:**

Council members shall abstain from discussion and voting on any issues which in any way affect that individual or an entity that individual is representing.

Article VI. **OFFICERS OF COUNCIL**

Section 6.1 **OFFICERS:**

The Officers of **Council** shall be the Chair and Chair Elect. The Chair Elect shall be elected by **Council** membership by a majority of votes cast by **Council** membership.

- 6.1.1 The Chair Elect shall automatically become the Chair the following year.
- 6.1.2 No Officer shall serve for more than one (1) consecutive term in the same office.

- 6.1.3 At the October **Council** meeting the Membership Committee shall submit a slate of nominees.
- 6.1.4 At the November **Council** meeting the Membership Committee shall provide an approved slate of nominees for Chair Elect to **Council** for a vote. No nominations will be taken from the floor.
- 6.1.5 The term of office for all Officers shall begin the 1st day of January and end the 31st day of December of each calendar year.
- 6.1.6 To resign from office, written notice must be provided to the Membership Committee Chair.
- 6.1.7 An Officer may be removed from **Council** with a three-quarters (3/4) vote of **Council** membership.
- 6.1.8 Vacancies in any office of **Council** shall be filled by a majority of the votes cast by **Council** members at a regular meeting of **Council** or as the result of a special meeting called for that purpose from a slate presented by the Membership Committee.

Section 6.2 **POWERS AND DUTIES:**

The Officers of **Council** have such powers and duties as generally pertain to their respective offices, including but not limited to the following:

- 6.2.1 **Chair:**
Preside at monthly meetings of **Council**; appoint the chairs of **Council** committees (except Administrative and Family Advisory Committees); serve as a voting member of all **Council** committees; represent and act on behalf of **Council** as authorized by **Council**; and exercise such other duties as may of right appertain to the office.
- 6.2.2 **Chair Elect:**
Exercise the authority and fulfill the duties of the Chair in the absence of that Officer and exercise such other duties as may be assigned by the Chair. Move to the Chair position after one (1) year.

Article VII. **COMMITTEES**

Section 7.1 **ESTABLISHMENT OF COMMITTEES:**

Council may, by Resolution, authorize and empower such committees as may be deemed necessary and appropriate to carry out the purpose and mission of **Council**.

- 7.1.1 **Council** committees are constituted under the ORC Section 121.374, and therefore operate as a public body, covered under provisions of ORC Section 121.22.
- 7.1.2 Every member of **Council** shall serve on at least one (1) committee. **Council**-approved standing committees, subcommittees and ad hoc committees are listed on **Council's** organizational chart.
- 7.1.3 Committee membership will be reviewed at **Council's** organizational meeting in January of each year.
- 7.1.4 The membership of a standing committee shall consist of **Council** members. Any standing committee may bring on a non-**Council** member in an advisory capacity. Each year the Chair of **Council** appoints or confirms the chairperson and membership of a standing committee from **Council** membership except the chairs of Planning, Administrative, and Family Advisory Committees.

If a vacancy occurs during the year on a standing committee other than the Family Advisory Committee, and the vacancy results in the committee's lacking the minimum required membership, the Chair of **Council** will appoint a new member from the current **Council** membership.

Medina County Family First Council Bylaws

If any vacancy occurs on the Family Advisory Committee, the Membership Committee, in collaboration with the Family Advisory Committee, will recruit applicants for elected membership, review the applications, provide **Council** with information regarding the candidate at least seven (7) days before a vote and present the candidate to **Council** for a vote within ninety (90) days of the vacancy's occurring. A newly elected Family Advisory member will start a three (3) year term retroactive to January 1st of the year in which elected.

- 7.1.5** The membership of a subcommittee shall consist of **Council** members and may also include any individual who lives and/or works in Medina County. The chairperson of a subcommittee is appointed by the Chair of **Council** and must be a **Council** member. The chair of the subcommittee shall establish membership of a subcommittee. Subcommittees shall serve to accomplish responsibilities necessary to carry out the purpose and mission of **Council**. All members of a subcommittee have equal voting rights within that subcommittee.
- 7.1.6** The membership of an ad hoc committee shall consist of **Council** members and may also include any individual who lives and/or works in Medina County. The chairperson of an ad hoc committee is appointed by the Chair of **Council** and must be a **Council** member. The chair of the ad hoc committee shall establish membership of an ad hoc committee. Ad hoc committees shall serve to accomplish time-limited responsibilities necessary to carry out the purpose and mission of **Council**. All members of an ad hoc committee have equal voting rights within that ad hoc committee.
- 7.1.7** Any authorized committee shall meet as necessary to accomplish its responsibilities, with meetings called by the chairperson of the committee, or by written request submitted to the chairperson by at least three (3) active members of the committee, at such time, place, and agenda as may be determined by the chairperson of the committee.
- 7.1.8** The responsibilities of all committees include the following:
- a. Review all committee forms and/or materials, budgets, and bylaws.
 - b. Report meeting attendance and the work of the committee to **Council**.
 - c. Communicate with other committees as needed.
 - d. Review, prioritize and make recommendations regarding grants, programs and appropriate funding to the Planning and Administrative Committees and ultimately to **Council**.
 - e. Committees may investigate opportunities to seek and receive funding.
- 7.1.9** Committees may request that the Chair of **Council** place an action item on **Council** agenda.
- a. If the action item has a financial component, the Chair of **Council** will refer it to the Administrative Committee for review.
 - b. If the action item does not have a financial component, the Chair will refer it to the Planning Committee for review.
 - c. Both the Administrative and Planning Committee may choose to table the action item if they feel that further time is necessary.
 - d. Once the action item is placed on **Council** agenda, both the presenting committee and the Administrative or Planning Committee, as indicated above, will state their recommendations prior to **Council's** voting.
 - e. If a committee wishes to amend or rescind a previously approved action item, then a new action item must be presented to **Council**.

Section 7.2

STANDING COMMITTEES:

Standing committees shall serve to accomplish routine responsibilities necessary to carry out the purpose and mission of **Council**.

7.2.1 ADMINISTRATIVE COMMITTEE:

The purpose of the Administrative Committee is to provide financial and personnel recommendations to **Council** and the Medina County Board of Commissioners. The Board of

Medina County Family First Council Bylaws

Commissioners will appoint the chair of the Administrative Committee. The committee will consist of a minimum of twelve (12) and a maximum of eighteen (18) members.

The Administrative Committee membership consists of at least the following:

- a. A *representative* of the Family Advisory Committee who is not employed by an agency represented on **Council**.
- b. the Medina County ADAMH Board *Director*;
- c. the Medina County Health *Commissioner* or designee;
- d. the Medina County Job & Family Services *Director*, which includes administration of children services;
- e. the Medina County Board of Developmental Disabilities *Superintendent*;
- f. the *Superintendent* of Medina County's largest school district;
- g. a school *superintendent* representing all other school districts with territory in the county;

And

- h. A *representative* from the Medina County Board of Commissioners;
- i. A *representative* from Juvenile Court.
- j. The Family First **Council** Chair;
- k. The Family First **Council** Chair Elect;
- l. The Family First **Council** Immediate Past Chair;
- m. Any member of **Council** appointed by the Chair of **Council**.

The Administrative Committee shall have the following responsibilities:

- a. Review all applications for funding, monitor expenditures and revenue, develop and present an annual budget, and present a financial report for the **Council's** review on a regular basis.
- b. Work collaboratively with other committees regarding fiscally related issues.
- c. Establish deliverables with the approval of **Council** for **Council** Coordinator and other individuals under **Council** personnel contract and review services provided.
- d. Review all actions related to **Council** personnel contracts, review all **Council** personnel contracts and recommend to **Council** and/or Board of County Commissioners renewal or non-renewal.
- e. The Administrative Committee with the approval of **Council** may recommend hiring other personnel as necessary to properly conduct **Council's** business.

7.2.2 **FAMILY ADVISORY COMMITTEE:**

The purpose of the Family Advisory Committee is to advise **Council** to better serve the families of Medina County. The membership shall consist of three (3) statutory as well as elected family members to **Council**. The committee will consist of a minimum of five (5) and a maximum of nine (9) members.

The Family Advisory Committee shall have the following responsibilities:

- a. Appoint the chair of the committee.
- b. Advocate for families by communicating with **Council** concerning social service needs in Medina County. For this reason, family representatives are strongly encouraged to serve on at least one (1) other Council committee.
- c. Recommend community-based projects to the Planning Committee.
- d. Help educate the public about **Council**.
- e. Help recruit individuals to serve on **Council**.
- f. Appoint three (3) family representatives to serve as statutory **Council** members at the August committee meeting and as vacancies occur.

7.2.3 MEMBERSHIP:

The purpose of the Membership Committee is address membership issues of **Council**. The Chair of **Council** will appoint the chair of the committee. The committee will consist of a minimum of five (5) and a maximum of nine (9) members.

The Membership Committee shall have the following responsibilities:

- a. Fill membership openings in accordance with Article IV in the bylaws.
- b. Confirm statutory representatives to **Council**.
- c. Recruit applications for elected membership, review applications, and refer candidates for elected membership and Chair Elect position to **Council** at the October meeting.
- d. Submit a slate of **Council** candidates for elected membership and Chair Elect office each November.
- e. Assign elected members to service areas (as outlined in 4.3.1.b.).
- f. Assist with orientation of new **Council** members.
- g. Assist **Council** Chair in recruiting members for all committees.
- h. Monitor membership attendance and notify administrative agent of absences of mandated members as per Section 5.8.2.
- i. Update roster as needed.

7.2.4 PLANNING:

The Purpose of the Planning Committee is to provide strategic direction to **Council**. The Chair of **Council** will serve as the chair of the committee. The committee will consist of all standing committee chairs, subcommittee chairs, Ad hoc committee chairs, and the Chair Elect. Additional members may be appointed by the Chair of **Council**.

The Planning Committee shall have the following responsibilities:

- a. Develop a strategic planning process at least once every three (3) years.
- b. Provide review, direction and evaluation of the strategic plan on an ongoing and annual basis.
- c. Develop and maintain needs assessments, data collection and analysis.
- d. Review **Council** bylaws and recommend bylaw changes.
- e. Review structure and function of committees.
- f. Review grant recommendations to the Administrative Committee.
- g. Provide communication link among all committees.
- h. Oversee all committees for compliance and structure.

7.2.5 PUBLIC RELATIONS COMMITTEE:

The purpose of the Public Relations Committee is to enhance the awareness of **Council** and its programs. The Chair of **Council** will appoint the chair of the committee. The committee will consist of a minimum of five (5) and a maximum of fifteen (15) members.

The Public Relations Committee shall have the following responsibilities:

- a. Develop and maintain a speaker's bureau and materials needed for presentations.
- b. Develop and maintain a consistent and recognizable media presence.
- c. Develop and maintain educational materials and distribute to the public.
- d. Develop and maintain materials for use in various media.

Article VIII.

STAFF

Section 8.1 COORDINATOR:

Council shall, as necessary and feasible, contract with a Coordinator to assist in carrying out the objectives of **Council**. The Coordinator's contract specifies the conditions and removal process.

Medina County Family First Council Bylaws

- 8.1.1 The duties and responsibilities of the Coordinator shall include those duties as set forth in the contract approved by resolution of **Council** and such other duties and responsibilities as assigned by **Council**. The Coordinator shall serve as the liaison between **Council** and the Intersystems Community Assessment Team (ICAT).
- 8.1.2. **Council** shall fix the rate of compensation at the time of initial contract and thereafter following a written work performance evaluation completed by the Administrative Committee with input from **Council**. The evaluation shall be completed thirty (30) days prior to the contract renewal.
- 8.1.3 **Council** shall provide for the compensation of the Coordinator for actual and necessary expenses incurred in the authorized performance of official duties and as specified in the Coordinator's contract.

Section 8.2 **ADDITIONAL STAFF:**
Council retains the authority to hire additional staff and/or contract for professional and non-professional services as necessary to carry out the duties and objectives of **Council**.

Article IX. **FINANCIAL MANAGEMENT**

Section 9.1 **FUND CREATION:**
A Special Revenue Fund shall be created within the Medina County accounting structure to properly account for and, as necessary, to carry out the fiscal operations of **Council**.

Section 9.2 **FISCAL YEAR:**
The fiscal year of **Council** shall be determined by the administrative agent of **Council**.

Section 9.3 **ADMINISTRATIVE AGENT:**
The Medina County Board of County Commissioners shall serve as the administrative agent for **Council**.

9.3.1 Pursuant to ORC Section 121.37 the County Treasurer shall act as the "Depository" for **Council** funds.

Section 9.4 **APPROPRIATION OF FUNDS/CERTIFICATION OF REVENUE:**
Prior to the end of the fiscal year, **Council** shall adopt an annual Appropriation Resolution for the ensuing fiscal year. The Appropriation Resolution shall contain itemized line items and amounts, as well as anticipated revenue estimates by source.

9.4.1 The Administrative Committee shall review any amendments to the annual Appropriation Resolution.

Section 9.5 **REVENUE AND OTHER RECEIPTS:**
All monies (grants, contracts, fees, other receipts) paid to **Council** shall be deposited into the Medina County Treasury to the credit of the Special Revenue Fund. The Special Revenue Fund shall serve for the purpose of accounting for **Council** revenue and expenses.

Section 9.6 **EXPENSES:**
Pursuant to all applicable ORC statutes, **Council** shall authorize the execution of such contract(s) as necessary for the purchase of human and social services.

9.6.1 **Council** shall delegate responsibility to the **Council** Coordinator for the review and approval of all encumbrances and disbursements consistent with the annual budget adopted by **Council**.

9.6.2 The chair of the Administrative Committee will present a summary of expenditures as provided by the administrative agent on a regular basis to **Council** for information and review.

9.6.3 All encumbrances, expenses, and actions shall be consistent with the fiscal policies and procedures of the Board of County Commissioners.

Article X. **AMENDMENTS**

Section 10.1 **AUTHORITY TO AMEND:**

These bylaws may be enacted, amended, repealed or modified, either in part or in entirety, upon written notice of the proposed changes to **Council** at least twenty-eight (28) days prior to the date of **Council** meeting at which the proposed changes will be considered and acted upon.

Section 10.2 **REQUIREMENT TO AMEND:**

The enactment, amendment, repeal or modification of these bylaws shall require approval by two-thirds (2/3) affirmative vote of **Council** membership as listed on the current roster.

ARTICLE XI. **CERTIFICATION**

Section 11.1 **APPROVAL:**

These bylaws were approved at a meeting of Council by a two thirds (2/3) affirmative vote on August 25, 2009.